

MINUTES

Newborough Primary School P&C Inc

General Meeting – 29/04/2024 7:00pm-8:30pm

1. Welcome and Acknowledgement of Country	Jodie
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2. Attendance and Apologies	Georgia
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Present: Denise J, Laurie M, Andrew M, Jodie P, Matt B, Laura H, John D, Karen T, Andrew S, Jess B, Georgia B, James S, Tanya C, Lee W, Dee O

Apologies: Jacob M, Bec B, Noemi S

3. Approval of previous minutes	Laurie
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Approved without amendment.

4. Follow up from previous minutes

4.1 P&C domain and email update (Andrew S)

Registration of the domain newboroughpc.org.au and email migration is now complete. Relevant position holders have confirmed accounts are being actively monitored. There is an option to set up additional emails/groups. Emails sent to old accounts will get forwarded on.

Actions: Georgia to send through updated emails to school to change on website.

4.2 AV equipment undercover area (Laurie)

Proposal for the screen will be presented by school at next meeting to give Denise time to review quotes and submit expenditure request/justification to P&C. Laurie reports some issues with existing audio equipment, these may be able to be put through to the department as faults. Need to find out if particular audio equipment is required for compatibility with new screens being considered.

Actions: Laurie pass on information about faulty equipment to Denise, for fault submission. School to submit expenditure proposal and quotes to P&C members in advance of next meeting.

4.3 Building and Grounds committee (Denise J)

See Principal's report.

4.4 First Aid Kit for P&C (Laura H)

Laura's suggestion is that Large First Aid Kit will meet P&C needs. Bag will be stored in uniform shop, Netball groups are welcome to use. Notebook will be placed with kit to record what has been used. Vice President will check kit twice yearly. **\$150 Expenditure approved unanimously.**

Actions: Laura to provide purchasing info to Jacob or receipt to Jacob.

4.5 Canteen Supplier Accounts (Jacob)

See Treasurer's report.

5. Reports

5.1 Principal's report (Denise J):

As tabled (attached).

5.2 President's report (Laurie):

The Newborough Primary School P&C acknowledge and respect the traditional peoples of the Whadjuk Nyoongar land we meet on. We respect the connection of the Nyoongar people to these lands and recognise their continuing custodianship of country- Nyoongar boodja. The land may have changed but the connection remains.

Colour Run prizes have arrived, need to be sorted and distributed. Meeting room can be used for sorting on a Friday, with distribution on a Monday. Drawing of raffle prize winner from Colour Run will be done on packing day.

Actions: Laurie will send out WhatsApp message to coordinate volunteers.

5.3 Treasurer's report (Jacob/Andrew S):

The following is the Treasurer's Report for the Week 8 P&C Meeting for Term 1, 2024, as tabled in Jacob's absence:

Canteen Finances

As of 20 March 2024, the Canteen Account holds **\$22,165.80**.

Andrew has suggested that we transition more of the canteen purchases to account transactions. I am progressing this, but the responses can be a bit onerous - I'll be in touch with Laurie to arrange the final set of documents to finalise the forms.

General P&C Finances

As of May 9, the Transaction Account holds **\$134,593.51**.

Current planning has Andrew Simmonds taking over as Treasurer by next term or so, with me taking a back seat through to the end of the year. We do still need to arrange an appointment at Westpac to change/add signatories.

Actions: Jodie, Jackie Stott, Jacob and Andrew S to arrange appointment at Westpac to update signatories.

5.4 Canteen (Jen):

The following is an extract from an email sent by Jen to Laurie:

I want to let you know this will be my last term running the canteen.

I've got some accounting work lined up and am keen to progress with this.

The volunteer situation just got tougher with the school asking to see everyone's training certificates, that's the limited volunteers I have already. The fact we can't get many volunteers means we have to pay staff and I just don't think it's viable going forward especially with the cost of everything going up.

I know Andrew was suggesting some Wednesday night or Sunday cook ups. That just won't work, we need people on canteen days and I have to beg every week lately and most of the time the response is poor.

I feel like it's time to bow out. It consumes a lot of my head space and creates a bit of stress that I really don't need. Trying to keep the kids and parents happy when not even the hard-core canteen users come down anymore to volunteer. Just because some of them did the training, this does not equate to them volunteering in the canteen.

So the time is right for me to finish up.

I can't think of anyone that would be keen to take it over, not any of the paid staff are keen.

Actions: Canteen sub-committee to meet to discuss options for running the canteen or outsourcing going forward.

5.5 Canteen sub-committee (Noemi):

The Newborough Primary School P&C acknowledge and respect the traditional peoples of the Whadjuk Nyoongar land we meet on. We respect the connection of the Nyoongar people to these lands and recognise their continuing custodianship of country- Nyoongar boodja. The land may have changed but the connection remains.

Nomination of Greg Hume to canteen sub-committee passed unanimously.

5.6 Newbros (Andrew M):

Newbro Dads welcome Principal Denise Jeffs to NPS.

Thank you to Andrew Simmonds for establishing the new Google Workspace arrangements.

Karrinyup PS have reached out to discuss/ learn from our Newbro Dads Group. Andrew met teacher Cameron Hallworth to discuss the Newbros activities and ideas.

Next Newbro meeting date: Friday 17th May, 1800hrs Scarborough Sports Club (option to join the Quiz Night)

Event proposal- Movie Night Wednesday 22nd May 1730hrs to 2000hrs (Includes set-up and pack down time).

As weekends are busy for many families, Newbros are keen to trial midweek event, and later timeslot which may be more accessible for many dads. Some concerns were expressed regarding routine disruption/bedtimes, but consensus that can't suit all families for every event, and some may choose to sit this one out. Andrew will confirm date and set up TryBooking.

School Garden works scheduled for Friday 3rd after school. Preparation for Winter planting, utilising \$600 previously allocated.

Newbros Camp Out - Saturday 16th- Sunday 17th November.

School hosts OceanNet Interschool Sports (AFL) on 7 June, Interschool Athletics 13 September. Andrew expressed concerns regarding condition of oval and queried if school requires support for any remedial work. Admin will have further discussions about this- the mowing company can do a condition report.

6. General business

6.1 P&C Logo (Andrew S)

Options for logo were presented and members recorded their preference. Andrew will proceed with most popular option and modify to suit email/letterhead etc.

6.2 Carnival Fundraising Stall (Andrew M)

Offer to coordinate this for Interschool Carnival 13 September. Further discussions to be held.

6.3 New Event and Funding Proposal Forms (Andrew M)

Forms developed by Andrew M. Andrew S will now support with creating fillable electronic format.

6.4 ACNC and WACSSO reporting (Georgia)

Reporting has been completed and position holder details up-to-date. Agreement to move responsible person for ACNC reporting to the Treasurer as of 1 July- much easier for that position holder to complete financial reporting requirements.

7. Fundraising/Planned events

7.1 Easter Raffle recap (Loren)

More than \$2500 for the P&C. A huge thank you to our school community for generous donations and support of the Easter raffle. A special mention to John DeLeo from Force Real Estate for donating the major prize again. Thank you to Loren and Tanya for coordinating, and to Kirsty Grimaldi and Lisa Smith for helping assemble the 90+ prize packs.

7.3 Upcoming Dates

School Garden works- 3 May after school

Wine tour for Newborough Mums- 4 May

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[Proposed] Newbros movie night- 22 May

Quiz Night sub-committee meeting- Wednesday 8 June at The Saint (all welcome to join for Trivia Night.

[Proposed] Newbro Dad's event- September 6th

8. Other	
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8.1 World Teacher's Day- coffee van? Morning tea? TBC.

Next P &C meeting: Wednesday Week 8, Term 2 05/06/2024
